

**MILPER MESSAGE NUMBER : 02-252**  
**TAPC-FSP**  
**PROCESSING OFFICIAL PHOTOGRAPHS IN THE DA**  
**PHOTOGRAPH MANAGEMENT INFORMATION SYSTEM (DAPMIS)**

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- A. AR 600-8-104 MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS
- B. AR 640-30, PHOTOGRAPHS FOR MILITARY PERSONNEL FILES
- C. AR 670-1, WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA
- D. DA PAM 25-91 VISUAL INFORMATION PROCEDURES

1. THIS MESSAGE WILL EXPIRE UPON PUBLICATION OF A REVISION TO AR 640-30 BUT NLT 30 SEPTEMBER 2004. IF THE PROCEDURES HAVE NOT BEEN PUBLISHED IN AN ARMY REGULATION OR DA PAMPHLET BY THE EXPIRATION DATE THE MESSAGE WILL BE REISSUED.

2. EFFECTIVE 1 OCTOBER 2002, IN ADDITION TO TWO HARD COPIES OF THE PHOTOGRAPHS, PHOTO LABS WILL UPLOAD OFFICIAL PHOTOGRAPHS TAKEN BY SSG AND ABOVE, CW2 AND ABOVE, AND 1LT - COLONEL IN THE DA PHOTOGRAPH MANAGEMENT INFORMATION SYSTEM (DAPMIS). DAPMIS IS THE ARMY SOLUTION FOR AUTOMATING THE DA PHOTO PROCESS. DAPMIS IS A WEB-ENABLED, E-BUSINESS SYSTEM THAT RECEIVES DIGITIZED OFFICIAL PHOTOGRAPHS FROM DOD WORLD-WIDE PHOTO LABS. DAPMIS PHOTOS WILL GIVE GREATER OWNERSHIP TO INDIVIDUAL SOLDIERS AND EASE OF USE TO THE PERSONNEL MANAGEMENT SYSTEM. THIS SYSTEM SUPPORTS ALL SOLDIERS AND IS AVAILABLE FOR THE ACTIVE ARMY, ARMY NATIONAL GUARD AND ARMY RESERVE. (NOTE: PHOTO LABS THAT DID NOT PARTICIPATE IN THE DAPMIS BETA TEST ARE INSTRUCTED TO CONTACT MS JOANNE KOCH ASAP AT DAPMIS@HOFFMAN.ARMY.MIL OR DSN 221-0935 FOR INSTRUCTIONS ON HOW TO UPLOAD PHOTOS IN THE DAPMIS SYSTEM.)

3. TO SUPPORT AN EFFECTIVE AND EFFICIENT TRANSITION TO DAPMIS, PERSCOM IS IMPLEMENTING THE FOLLOWING PROCEDURES TO ACHIEVE THE GOAL OF HAVING PHOTOGRAPHS FOR COMMISSIONED, WARRANT AND NONCOMMISSIONED OFFICERS UPLOADED IN THE DAPMIS REPOSITORY NLT 31 DECEMBER 2003. SOLDIERS WHO WILL BE OR ANTICIPATE THAT THEY WILL BE IN THE ZONE OF CONSIDERATION FOR A SELECTION BOARD IN CALENDAR YEAR 2003 (THE NEXT 12-14 MONTHS) ARE HIGHLY ENCOURAGED TO MAKE APPOINTMENTS AS PRESCRIBED BELOW TO HAVE PHOTOGRAPHS UPLOADED IN DAPMIS.

4. EFFECTIVE 1 OCTOBER 2002, PHOTO LABS WILL START ACCEPTING APPOINTMENTS TO UPLOAD PHOTOS IN THE DAPMIS SYSTEM. IN ORDER TO AVOID AN OVERLOAD OR EXCEED SURGE CAPACITY AT THE PHOTO LABS INDIVIDUAL APPOINTMENTS WILL BE TIED TO THE ARMY SELECTION BOARD PROCESSES. PHOTO LABS WILL GIVE FIRST PRIORITY TO SOLDIERS IN THE ZONE OF CONSIDERATION FOR UPCOMING HQDA CENTRALIZED SELECTION BOARDS. WHEN REQUIRED OR AS MISSION DICTATES TO MEET THE REQUIREMENTS OUTLINED, PHOTO LABS WILL RESERVE THE FIRST TWENTY DAYS OF A GIVEN MONTH FOR APPOINTMENTS FOR SOLDIERS APPEARING BEFORE SELECTION

BOARDS. IF SOLDIERS APPEARING BEFORE BOARDS DO NOT TAKE ADVANTAGE OF THIS ADDED MEASURE THE PHOTO LABS HAVE THE FLEXIBILITY OF FILLING APPOINTMENT DATES WITH OTHER SOLDIERS.

5. COMMANDERS ARE ASKED TO ASSIST PHOTO LABS WITH TRAFFIC CONTROL BY ASSURING THAT THEIR SOLDIERS COMPLY WITH THE PROCESS THAT FOLLOWS. THE FIRST PRIORITY FOR PHOTO APPOINTMENTS FOR THE MONTHS OCTOBER - DECEMBER **2002** SHOULD BE FOR SOLDIERS COMPETING IN THE JANUARY AND FEBRUARY **2003** SELECTION BOARDS (FOR EXAMPLE, AC COL CSS CMD AND MSG BOARDS); FIRST PRIORITY FOR APPOINTMENTS FOR JANUARY - APRIL **2003** SHOULD BE FOR SOLDIERS COMPETING IN MARCH - JULY **2003** SELECTION BOARDS (FOR EXAMPLE, AC SSC ARMY, AC SFC, AND USAR MAJ, APL, AND AGR SSG BOARDS); FIRST PRIORITY FOR APPOINTMENTS FOR MAY - SEPTEMBER **2003** SHOULD BE FOR SOLDIERS COMPETING IN AUGUST - DECEMBER **2003** BOARDS (FOR EXAMPLE, USAR AGR MSG/SGM SEL BOARD, USAR LTC, CH AND THE AC SGM/CSM SEL BOARD).

6. SOLDIERS MUST HAVE AN APPOINTMENT TO BE PHOTOGRAPHED AND WILL REPORT TO THE PHOTO LAB DRESSED IN A PROPERLY FITTED AND PRESSED CLASS-A ARMY GREEN SERVICE UNIFORM. BASIC BRANCH INSIGNIA, ALL PERMANENTLY AUTHORIZED AWARDS, DECORATIONS, COMBAT AND SPECIAL SKILL BADGES, TABS AND IF AFFILIATED, REGIMENTAL INSIGNIA WILL BE WORN. THE SHOULDER SLEEVE INSIGNIA (PATCH) AND DISTINCTIVE UNIT INSIGNIA (CRESTS) WILL BE WORN AND ARE THE ONLY EXCEPTIONS FROM THE PERMANENT ITEM ONLY RULE. (IN MANY CASES SOLDIERS ASSIGNED TO DOD AGENCIES, JOINT ACTIVITIES, AND OTHER FEDERAL AGENCIES, WITH SOME EXCEPTIONS, THAT ARE NOT AUTHORIZED ONE OR BOTH OF THESE INSIGNIA ITEMS.) SOLDIERS MUST ENSURE THAT UNIFORMS AND AUTHORIZED PERMANENT ACCESSORIES, DECORATIONS, AND INSIGNIA ARE WORN PER AR **670- 1**.

7. EFFECTIVE 1 OCTOBER **2002**, PHOTO LABS WILL CONCENTRATE SOLELY ON TAKING PHOTOS. PHOTOGRAPHERS WILL NO LONGER BE HELD ACCOUNTABLE FOR INSPECTING SOLDIERS' UNIFORMS. SOLDIERS WILL ARRIVE AT PHOTO LABS PREPARED TO TAKE PHOTOS AND MAKE SURE THAT ALL OF THEIR ADMINISTRATIVE DATA IS ENTERED CORRECTLY. COMMANDERS AND OR THEIR DESIGNATED REPRESENTATIVE WILL INSPECT SOLDIER'S UNIFORMS. ADMINISTRATIVE DATA ON PHOTOGRAPHS WITH THE EXCEPTION OF THE NAME AND SSN WILL NOT BE THE SOLE REASON for REJECTING A PHOTO BY THE PSB FOR ENLISTED SOLDIERS. OFFICERS ARE REMINDED TO MAKE SURE THAT THEIR ADMINISTRATIVE DATA, IN PARTICULAR THE BRANCH OR FUNCTIONAL AREA, IS CORRECT ON THEIR PHOTO.

8. PHOTO LABS WILL UPLOAD LOCAL PHOTO FILES TO PERSCOM (VIA THE DAPMIS SYSTEM) DAILY. AFTER THE FILE (S) HAS BEEN SUCCESSFULLY UPLOADED THE DAPMIS SYSTEM WILL SEND A MESSAGE TO PHOTO LABS INFORMING THEM THAT THE UPLOAD WAS SUCCESSFUL. THE DAPMIS SYSTEM IS A REPOSITORY FOR OFFICIAL PHOTOS. PERSCOM DOES NOT MAKE ANY MODIFICATIONS TO THE OFFICIAL PHOTOS SUBMITTED BY THE PHOTO LABS. IF SOLDIERS CONCLUDE THAT CORRECTIONS ARE REQUIRED, CORRECTIONS TO PHOTOS MUST BE MADE BY THE PHOTO LAB OR PHOTOS MUST BE RETAKEN. PHOTO LABS WILL REMIND EACH SOLDIER ON A PREPARED DOCUMENT (OR APPROPRIATE FORM) OF THE SOLDIER'S RESPONSIBILITY TO REVIEW THEIR PHOTO VIA THEIR AKO ACCOUNT WITHIN THREE WORKDAYS AND EITHER ACCEPT OR REJECT THE PHOTO TAKEN. PHOTO LABS WILL FORWARD TWO HARDCOPY PHOTOS ON EACH SOLDIER PHOTOGRAPHED TO THE SOLDIER'S SERVICING PSB OR MILITARY PERSONNEL OFFICE. THIS REQUIREMENT WILL REMAIN IN EFFECT UNTIL INFORMED OTHERWISE BY THIS OFFICE.

9. PROCEDURES FOR SOLDIERS TO VIEW AND CHOOSE TO ACCEPT OR REJECT PHOTOS ARE LISTED BELOW:

A. ACCESS TO VIEW DIGITAL PHOTOS REQUIRE AN AKO (ARMY KNOWLEDGE ONLINE) ACCOUNT.

B. SOLDIERS CAN GAIN ACCESS TO DAPMIS TO VIEW THEIR PHOTO BY LINKING TO THE DAPMIS SITE AT [HTTPS://MMMI.PERSCOMONLI.ARMY.MIL](https://mmmi.perscomonli.army.mil). SOLDIERS WHO TOOK PHOTOS PRIOR TO 1 OCTOBER MAY NOT SEE THEIR PHOTO IN DAPMIS. HOWEVER, THIS DOES NOT MEAN THAT HQDA DOES NOT HAVE A HARDCOPY PHOTO ON FILE. PLEASE CONTACT HQDA OR FOLLOW THE INSTRUCTIONS ON THE DAPMIS SITE TO VERIFY RECEIPT OF HARDCOPY PHOTOS.

C. SOLDIERS HAVE THREE (3) DAYS FROM THE DAY THE PHOTO IS AVAILABLE FOR VIEW TO EITHER ACCEPT OR REJECT THE PHOTO TAKEN.

D. PHOTOS ACCEPTED BY SOLDIERS BECOME THE OFFICIAL PHOTOS OF RECORD REPLACING THE PREVIOUS PHOTOS.

E. SOLDIERS WHO REJECT PHOTOS HAVE THE RESPONSIBILITY OF INFORMING THEIR UNIT COMMANDER, OR BNS1, AND MAKING ARRANGEMENTS WITH THEIR LOCAL PHOTO LAB TO TAKE ANOTHER PHOTO. DAPMIS WILL NOT SEND A MESSAGE TO THE LOCAL PHOTO LAB AFTER A SOLDIER REJECTS A PHOTO. THE PREVIOUS PHOTO TAKEN OR PHOTO CURRENTLY ON FILE WILL REMAIN THE OFFICIAL PHOTO OF RECORD UNTIL A NEW PHOTO REPLACES IT.

F. DAPMIS WILL AUTOMATICALLY ACCEPT THE PHOTO TAKEN AS THE OFFICIAL PHOTO OF RECORD IF THE SOLDIER DOES NOT VERIFY THE PHOTO WITHIN THE THREE (3) DAY TIME PERIOD PRESCRIBED.

10. THE PSB/MILITARY PERSONNEL OFFICE WILL FOLLOW THE NORMAL PROCESS IAW AR 640-30 FOR SUBMITTING HARDCOPY PHOTOS TO HQDA. THIS PROCESS WILL BE ELIMINATED AT A FUTURE DATE TO BE ANNOUNCED ONCE ALL PHOTO LABS ARE ONLINE AND CAREER MANAGERS HAVE THE CAPABILITY TO DISPLAY PHOTOS FROM THE DAPMIS REPOSITORY.

11. IT IS HIGHLY RECOMMENDED THAT INSTALLATION COMMANDERS AND MILITARY PERSONNEL OFFICES MODIFY SOLDIER READINESS PROGRAMS (SRP) TO INCLUDE APPLICABLE MEASURES TO VERIFY THAT DEPLOYING SOLDIERS HAVE UPDATED PHOTOS IN THE DAPMIS SYSTEM PRIOR TO DEPLOYMENT. ARRANGEMENTS SHOULD BE MADE IN ADVANCE WITH THE LOCAL PHOTO LABS TO ACCOMMODATE SRP PROCESSING AS NEEDED DURING THIS IMPLEMENTATION PERIOD. SOLDIERS PREPARING FOR DEPLOYMENTS WHO WILL BE IN THE ZONE OF CONSIDERATION FOR UPCOMING BOARDS WILL HAVE PHOTOS TAKEN ASAP AND WITHOUT REGARDS TO THE PRIORITIES ESTABLISHED IN PARAGRAPH 6 ABOVE. SOLDIERS CURRENTLY DEPLOYED WILL HAVE THEIR DIGITIZED HARDCOPY PHOTO SCANNED INTO DAPMIS.

12. THE POINT OF CONTACT (POC) FOR THIS ACTION AND HQDA PHOTO POLICY IS MR. KEN WASHINGTON AT DSN 221-3822, COMMERCIAL (703)325-3822, OR EMAIL ADDRESS [KENNETH.WASHINGTON@HOFFMAN.ARMY.MIL](mailto:KENNETH.WASHINGTON@HOFFMAN.ARMY.MIL). THE POC FOR THE DAPMIS SYSTEM IS MS JOANNE KOCH AT DSN 221-0935, COMMERCIAL (703)325-0935, OR EMAIL ADDRESS [JOANNE.KOCH@HOFFMAN.ARMY.MIL](mailto:JOANNE.KOCH@HOFFMAN.ARMY.MIL). THE POC FOR THE PHOTO LABS IS SGM FREDDIE DAVIS AT COMMERCIAL (703)602-7505 OR EMAIL ADDRESS [FREDDIE.DAVIS@US.ARMY.MIL](mailto:FREDDIE.DAVIS@US.ARMY.MIL).